



Montana Public Employee Retirement Administration
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MPERA Online Payroll Reporting Security Agreement

Each new user must complete prior to accessing the MPERA Online Payroll Reporting System.

Name _____.

I am the _____ primary user or _____ alternate user.

Check one:

- ☐ I am a **new** user.
- ☐ I am a **temporary** replacement for _____ until _____.
(previous user name) (date)
- ☐ I am a **permanent** replacement for _____.
(previous user name)
- ☐ I am a **current** user _____.
(user name)

Employer Name _____

Mailing Address _____

City _____ State _____ Zip _____

Employer E-mail Address _____ Employer Phone Number _____

By signing this form, I acknowledge that I am an authorized agent of the above stated employer. I further understand that passwords are unique to each individual user. I will not share my password with any other person. If another user needs to access the payroll reporting site, they will be directed to contact MPERA for a new password and to complete this security agreement.

Web User Signature

Date

Security Authorization:

- _____ Access to Payroll Reporting
_____ Access to New Hire Eligibility
_____ Access to Optional Member Status
_____ Access to Working Retiree and Non-contributing Employee
_____ Access to Working Retiree Certification Screens
_____ Access to 457(b) Reporting Screens

MPERA Use Only
Web Log In: _____
Systems: _____
Effective Date: _____
Initials: _____

Employer Authorizing Officer Signature _____

Return this form to MPERA.